

## **POSITION: CHAUFFEUR**

### **BASIC FUNCTION OF POSITION**

The incumbent of this position is a chauffeur for the Embassy Motor Pool.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Drive Embassy vehicles as directed by the Motor Pool Supervisor ...80%
2. Prepare daily vehicle usage reports... 5%
3. Responsible for the daily upkeep the assigned vehicle, practice lawful driving habits and maintain the vehicle's general appearance...10%
4. Other duties as assigned by the General Services Officer...5%